



REGULAR MEETING – TRAFFIC AUTHORITY AGENDA

**AUGUST 17, 2026, 4:00 PM
BY ZOOM VIRTUAL MEETING**

To allow public access, anyone may access a meeting by telephone and/or Zoom, or a recording in the City of Norwalk YouTube channel. Specific instructions and links can be found at norwalkct.gov/meetings.



Members of the public may call in to participate. Callers will not be able to see the meeting participants. All participants will be muted upon entering the meeting. To speak, dial *9 on the phone and you will be called on by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.



Members of the public who wish to provide "live comments" may also use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the "raise your hand indicator" and you will be called by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.



Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be included into the record, they must be submitted by 12:00 p.m. the day of the meeting. Please email Benjamin Yeung at byeung@norwalkct.gov with the subject line "Public Comment" to provide written public comment prior to the meeting.

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC PARTICIPATION

IV. ACCEPTANCE OF MINUTES

A. Approve Traffic Authority Meeting Minutes from July 20, 2026

V. NEW BUSINESS

A. Approve proposed Full Closure for the 2026 Raymond Terrace Block Party

[Donna Schlegel - Event Organizer]

B. Approve proposed Use of Sidewalks and Roadsides for the Los Runners 5K

[Jim Gerweck – Event Organizer]

- C. Approve proposed Partial Closures for the Police Activities League (PAL) Halloween Fun Run**

[Mark Suda – NPD]

- D. Approve proposed Full Closure for the 2026 Halloween Nightfair**

[Ben Yeung – TMP]

- E. Approve proposed Full Closure for the 2026 Holiday Extravaganza**

[Ben Yeung – TMP]

- F. Approve proposed Active Loading Zone Curbside Regulations for portions of Merwin Street and Orchard Street**

[Ben Yeung – TMP]

VI. ADJOURNMENT

UPCOMING MEETINGS

The next meeting of the Norwalk Traffic Authority is on Monday, September 28, 2026 at 4:00 pm on Zoom, which was rescheduled from its original date due to Yom Kippur.

Section IV.

Item A.

Approve Traffic Authority
Meeting Minutes from July 20,
2026

CITY OF NORWALK
TRAFFIC AUTHORITY
REGULAR MEETING
BY VIDEO CONFERENCE AND TELECONFERENCE
July 20, 2026

Members of the public can call in and listen to a meeting. They will not be able to speak or see any of the meeting participants. Each meeting will use a unique Meeting/Webinar ID. Please find the information using the link above.

Members of the public who wish to provide “live comments” will need to register in advance and use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the “raise your hand indicator” and you will be called on by the host of the meeting during the public comment section. Please find the information using the link above.

Members of the public who wish to view the meeting, but are not participating, can view a live stream on the City of Norwalk YouTube channel. This stream is delayed by approximately 20 seconds. Please find the information using the link above. The meeting recording and minutes will be posted on the City of Norwalk website within seven (7) days after the meeting.

Members of the public who wish to provide public comment are encouraged to submit those via e-mail in advance of the meeting. For these comments to be read into the record, they should be submitted at least three hours in advance of the meeting start time. Please email Ben Yeung at byeung@norwalkct.gov to provide written comments prior to the meeting.

ATTENDANCE: Mayor Barbara Smyth; Commissioner Ronald Paladino; Commissioner Fran Collier-Clemmons; Commissioner Nathan Sumpter

STAFF: Chief James Walsh; Deputy Chief Terry Blake; Deputy Chief Melissa Lepore; Benjamin Yeung, Senior Engineer, TMP; Nell Blaszkiewicz, Traffic Analyst, TMP; Stephen Ivan, Project Manager, Norwalk Redevelopment Agency

OTHERS: Jen Venio; Sue Powell

I. CALL TO ORDER

Mayor Smyth called the meeting to order at 4:00 PM.

II. ROLL CALL

Mayor Smyth called the roll, and all those listed in the attendance were present.

III. PUBLIC PARTICIPATION

There were no public comments this evening.

IV. ACCEPTANCE OF MINUTES

**A. APPROVE MINUTES FROM THE REGULAR TRAFFIC AUTHORITY
MEETING ON JUNE 15, 2026.**

**** COMMISSIONER COLLIER-CLEMMONS MOVED TO APPROVE THE
MINUTES AS SUBMITTED.**

**** THE MOTION PASSED WITH TWO (2) ABSTENTIONS- MAYOR SMYTH
AND COMMISSIONER LOPEZ**

V. NEW BUSINESS

**A. APPROVE THE PROPOSED PARTIAL CLOSURE FOR THE 2026 ST. ANN'S
FEAST**

Ms. Veno provided an overview of the event and noted that this is an annual event and that there are no changes from previous years.

**** COMMISSIONER COLLIER-CLEMMONS MOVED TO APPROVE THE ITEM.
** THE MOTION PASSED UNANIMOUSLY.**

**B. APPROVE PROPOSED FULL CLOSURES FOR THE 2026 PINE POINT LABOR
DAY PARTY**

Ms. Powell provided an overview of the event and noted that this is an annual event that will begin at 4:00 PM and end at 10:00 PM. Commissioner Lopez noted that 9:00 PM is noted on the application. Ms. Powell proposed that it be changed to 10:00 PM.

**** COMMISSIONER LOPEZ MOVED TO APPROVE THE ITEM.
** THE MOTION PASSED UNANIMOUSLY.**

**C. APPROVE PROPOSED FULL CLOSURES FOR THE 2026 NORWALK
POLICE DEPARTMENT NIGHT OUT**

Mr. Yeung provided an overview of the event, noting that it is an annual event and that the closure will be one hour before and one hour after the event, so the total duration of the closure will be from 4:00 PM to 9:00 PM, and there are no changes from previous years.

**** COMMISSIONER SUMPTER MOVED TO APPROVE THE ITEM.
** THE MOTION PASSED UNANIMOUSLY.**

**D. APPROVE PROPOSED FULL CLOSURES FOR THE PINNACLE TOD
STREETSCAPE PROJECT**

Mr. Ivan provided an overview of the proposed closures and noted that the sidewalk project is being done in coordination with DPW and TMP, and the proposed road closures are for paving. Any changes in the schedule will be coordinated with Mr. Yeung. Notices have been sent to the nearby residents.

**** COMMISSIONER PALADINO MOVED TO APPROVE THE ITEM.
** THE MOTION PASSED UNANIMOUSLY.**

**E. APPROVE PROPOSED SPEED LIMIT CHANGE REQUEST OSTA FOR
SILVERMINE AVENUE AND NEARBY NEIGHBORHOOD STREETS**

Ms. Blaszkiewicz provided an overview of the proposed speed limit change request and noted that this was a traffic-calming request initiated by a resident on Silvermine Avenue.

**** COMMISSIONER COLLIER-CLEMMONS MOVED TO APPROVE THE ITEM.
** THE MOTION PASSED UNANIMOUSLY.**

VI. ADJOURNMENT

**** COMMISSIONER COLLIER-CLEMMONS MOVED TO ADJOURN.
** THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 4:22 PM.

Respectfully submitted,
Dilene Byrd

Section V.

Item A.

Approve proposed Full Closure
for the 2026 Raymond Terrace
Block Party

*[Donna Schlegel - Event
Organizer]*

- **Saturday, September 19th, 2026; 12:00pm to 5:00pm**
- Raymond Terrace between East Avenue and Strawberry Hill Avenue

Raymond Terrace Block Party Road Closure Diagram

Traffic control by RT Planning Committee members

Area of block party



▼ Primary & Onsite Contacts

▲ Event Dates & Attendance

Set-up, Event and Dismantle take place on the same day Yes

Event Date 09-19-2026

Set-up Start Time 10:30 am

Set-up End Time 11:50 am

Event Start Time 12:00 pm

Event End Time 5:00 pm

Dismantle Start Time 4:50 pm

Dismantle End Time 5:00 pm

Estimated # of Participants 75

Estimated # of Spectators 4

Estimated # of Staff/Volunteers 12

▲ Event Information

Event Name Raymond Terrace Annual Block Party #34

Social Media Marketing Pages No

Event Description The Raymond Terrace Block Party is an event that has been held for more than 34 years. Its primary purpose is to provide a time for residents of the street to gather and enjoy each other's company. A neighbor grills hot dogs and hamburgers in their driveway, another hosts a dessert contest, there are group games and the final activity is the group paints a neighbor's van. The "odd numbered side of the street" is always left free of tables and game equipment for emergency vehicle passage.

Public Event Description We do not publicize beyond the street -thanks.

Public Calendar Location #27 through #42 Raymond Terrace

Is there a fee for any portion of the event? Yes

Ticket Price Description Registration is required to offset cost of insurance, police fees, permits and food.
\$16/adult; \$8/child (14 and under); \$10/senior.

Maximum # of tickets to be sold / issued 75

Will the event use any City Property like Parks or Schools? No

▼ ● ● Will this event include any stage, tents or staking into the ground or other temporary structures? Yes

Will there be amplified sound at your event (a public address or sound system)? No

Will merchandise and/or goods be sold at the event? No

▲ ● ● Will the event impact any train tracks, roads or parking lots? Do you need any barrels, cones and/or barricades? Yes

[VIEW REQUIREMENTS ▼](#)

Will any train tracks be impacted by your event? No

Will any state roads be impacted by your event?	No
Will any roads and/or sidewalk be impacted by your event?	Yes
Road and/or Sidewalk Closure	Full road closure
Road Closure Start Date/Time	09-19-2026 12:00 pm
Road Closure End Date/Time	09-19-2026 12:05 pm
Road Closure related file(s)	
Enter Road Closure and other related details	Raymond Terrace is a one-way street from East Ave to Strawberry Hill Ave. We have used traffic barrels to close the street at East Avenue end of street--stepped back so customers to businesses on both corners have access to businesses. We are hoping that an off-duty officer is NOT REQUIRED for the minimal traffic control and we can provide staffing from RT Planning Committee members.
Are you using a Traffic Control Company (TCC)?	No
Do you need any barrels, cones and/or barricades?	Yes
Barrels, Cones and/or Barricades Description	DPW has graciously provided us with several large barrels for our Block Party.

Police Department Not Yet Reviewed
Public Works Approved
Transportation - Mobility - Parking Not Yet Reviewed CHANGE STATUS

Comments and Files:

 Public Works /  Aug 03, 2026 11:28 AM

DPW will deliver the barrels, but there is a \$500 fee (\$100 for 501 (c) (3)) for delivery and pickup. There is also a refundable deposit fee of \$2,500, per the DPW fee schedule approved on June 9, 2026. Once the barrels are picked up, the deposit will be returned. Please note that there is a \$150 fee for any missing barrels. To arrange payment, please contact Dilene Byrd at dbyrd@norwalkct.gov or (203) 854-3228.

 Applicant /  Aug 03, 2026 12:13 PM

Can we pick-up and return the barrels to avoid the \$500 fee?

 Applicant /  Aug 03, 2026 04:15 PM

I am looking into borrowing tall traffic poles that can function in place of barrels. But I would also like to know if the \$500. fee can be avoided by picking up and dropping off the barrels. Thanks

Yes, if the barrels are picked up and dropped off there is not a fee. We would just need to know the date and time you would like to pick them up and when they will be returned.

Applicant / Aug 11, 2026 02:28 PM

We will not need barrels from DPW. We have access to tall traffic poles on weighted donut bottoms. thank you for working with us!

Applicant / Aug 11, 2026 02:28 PM

We will not need barrels from DPW. We have access to tall traffic poles on weighted donut bottoms. thank you for working with us!

POST COMMENT

- Will your event impact the drawbridge? No
- ▼ ● Will there be onsite food preparation and/or cooking and/or non-alcoholic beverages sold, served, given away or sampled at your event? Yes
- ▼ ● Will the event and/or vendors needs the addition or installation of any temporary generators and/or electrical wiring and/or onsite electricity access? Will you be using any heat source for preparing/cooking food? Yes
- Will alcohol be served at the event? No
- Will your event require access to onsite water? No
- Will the event include the addition of portable toilets and/or wash stations onsite? No
- Will your event include the use of drone(s)? (Drone use is not allowed at parks or schools in the City of Norwalk.) No
- Will there be any open fire, fireworks, pyrotechnics or fire performances? No
- Will there be carnival rides at this event? (Jumpers, bounce houses, trampolines or inflatables are not allowed) No
- Will the event have Bingo, Raffle or some other ticket draw? No
- Will the event include animal activities, exhibits or rides? No
- Will the event have any water activities? No
- ▲ ● Is there any additional information you would like to provide? Yes

Additional Information

There is a rain date of 9-20-2026 if weather prevents the event from occurring. We will secure one day event insurance to name the City of Norwalk as an additional insured party. We alert all residents/neighbors on the block numerous times via email and hard copy event flyers. The Raymond Terrace Block Party had been held for more than 30 years without incident (2026 will be #34). A lane is kept open on the block throughout the afternoon in the event an emergency vehicle needs to access the street.

Additional Information Related File(s)

Administrator

Not Yet Reviewed

Comments and Files:

POST COMMENT

▲ ●●●● Site Plan / Route Map

Required

VIEW REQUIREMENTS ▼

Site Plan Description	Registration/check-in for the BP is at #29 Raymond Terrace where photo books of past block parties displayed and family photos for current BP are taken. Pedestrian traffic primarily flows from #27/29 to food grilling area at #38 & 40. Games take place on the street from #37to 42.
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Site Plan Related File(s)	RaymondTerraceroadclosure (2).pdf
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Police Department

Not Yet Reviewed

Fire Marshal Office

Not Yet Reviewed

Administrator

Not Yet Reviewed

Rowayton Fire Marshal

Not Applicable

Comments and Files:

POST COMMENT

▲ ● Public Notification

Required

VIEW REQUIREMENTS ▼

I understand that I must alert neighbors impacted by my event. Should street closures be involved, I will alert all businesses that will be impacted.	Yes
Public Notifications Related File(s)	Save the date 2025.docx , 33rd Annual DAY OF Raymond Terrace Block Party.docx , 33rd Annual Raymond Terrace Block Party Registration flyer. docx.docx

Administrator

Not Yet Reviewed

Comments and Files:

POST COMMENT

▲ ● First Aid/Medical Services

Required

VIEW REQUIREMENTS ▼

Will your event continue for twelve consecutive hours? No

Is the average number of people assembled during all hours of the event expected to be two thousand (2,000) attendees or more? No

Administrator

Not Yet Reviewed

Comments and Files:

POST COMMENT

▼ ● Zero Waste Plan

Required

▲ ●●●● Event Action Plan

Required

VIEW REQUIREMENTS ▼

Event Action Plan Related File(s)

[Raymond Terrace Block Party Emergency Plan 2026.docx](#)

Fire Marshal Office

Not Yet Reviewed

Administrator

Not Yet Reviewed

Police Department

Not Yet Reviewed

Rowayton Fire Marshal

Not Applicable

Comments and Files:

POST COMMENT

- ▼ ● Insurance

Required
- ▼ Acknowledgement

Required
- ▼ Information from Accounting  not viewable by applicant
- ▲ ●● Police Staffing Requirement

VIEW REQUIREMENTS ▼

Police Department
Not Yet Reviewed
Administrator
Not Yet Reviewed

Comments and Files:

 Applicant /  Aug 11, 2026 02:37 PM

How is the determination made for police staffing for street closure? Are TTCs an option that the Block Party Planning Committee can research? Thanks for a reply.

POST COMMENT

Site Inspection

No

- ▼ Permit Info  not viewable by applicant

- ▼ Internal Notes  not viewable by applicant 

Raymond Terrace Block Party Emergency Management Plan

1. Event information

- Annual Raymond Terrace Block Party #34
- Saturday, September 19, 2026/rain date Sunday, September 20, 2026; 12-5PM.
- Raymond Terrace, Norwalk, CT 06855
- Raymond Terrace Block Party Planners

2. Emergency contact list

Share mobile numbers of Block Party Planners among all Planners at final BP meeting.

- **Emergency services (911):** Remind all volunteer staff to call 911 for all serious emergencies.
- **Non-emergency police:** 203- 854-3000
- **Non-emergency fire:** 203-854-0200
- **Local utility companies (gas):**3rd Taxing District 203-866-9271;
(electric): Eversource 800-286-2000

3. Block Party Planners roles and responsibilities

Assign specific emergency roles to Block Party Planners, distinguishing them from attendees with name tags.

- **Block Party Organizer:** Overall authority for making decisions and directing the response.
- **Block Party Planner #1:** Manages communication with emergency services and attendees.
- **Block Party Organizer #2:** Administers basic first aid until professional medical help arrives.
- **Block Party Organizer #3:** Keeps emergency vehicle access lanes clear.
- **Block Party Organizer #4:** Directs attendees to the designated safe areas during an evacuation.

4. General emergency procedures

- **Medical emergency:**
 1. Call 911 immediately.
 2. Provide your exact location, the nature of the injury, and the number of people involved.
 3. Administer basic first aid if trained and it is safe to do so.
 4. Do not move the victim unless absolutely necessary.
 5. Remain on the line with the 911 dispatcher until released.
- **Fire:**
 1. Immediately call 911.
 2. Alert people in the immediate vicinity to move away from the danger.
 3. If it is a small, contained fire, use the fire extinguisher.
 4. Evacuate the area to a safe assembly point.
- **Lost person:**
 1. Be aware of the situation and look for the person. If the person is not found immediately, call police non-emergency line 203- 854-3000.

7. Event cancellation and evacuation

- **Authority to cancel:** Block Party Organizer is the only person authorized to cancel the event and announce an evacuation.
- **Decision-making criteria:**
 - o An official severe weather warning has been issued.

- o A serious emergency (fire, medical incident) requires the immediate presence of emergency services.
 - o A request from local authorities (police, fire) is made.
- **Evacuation instructions:** Have Block Party Planners move through the crowd making announcements. Direct all attendees to the designated safe areas.

8. Event safety checklist

Complete this checklist during and after the event.

- **Before the event:**
 - o Obtained all necessary permits from the city.
 - o Notified all neighbors of the street closure.
 - o Confirmed an emergency vehicle access lane is clear.
 - o Stocked first aid kit.
 - o Acquired fire extinguishers and placed them near grills.
- **During the event:**
 - o Emergency vehicle access lane is clear.
 - o Weather is being monitored.
 - o Clear communication with key volunteer staff.
- **After the event:**
 - o The street is completely clear of debris and trash.
 - o The area is accessible to normal traffic.

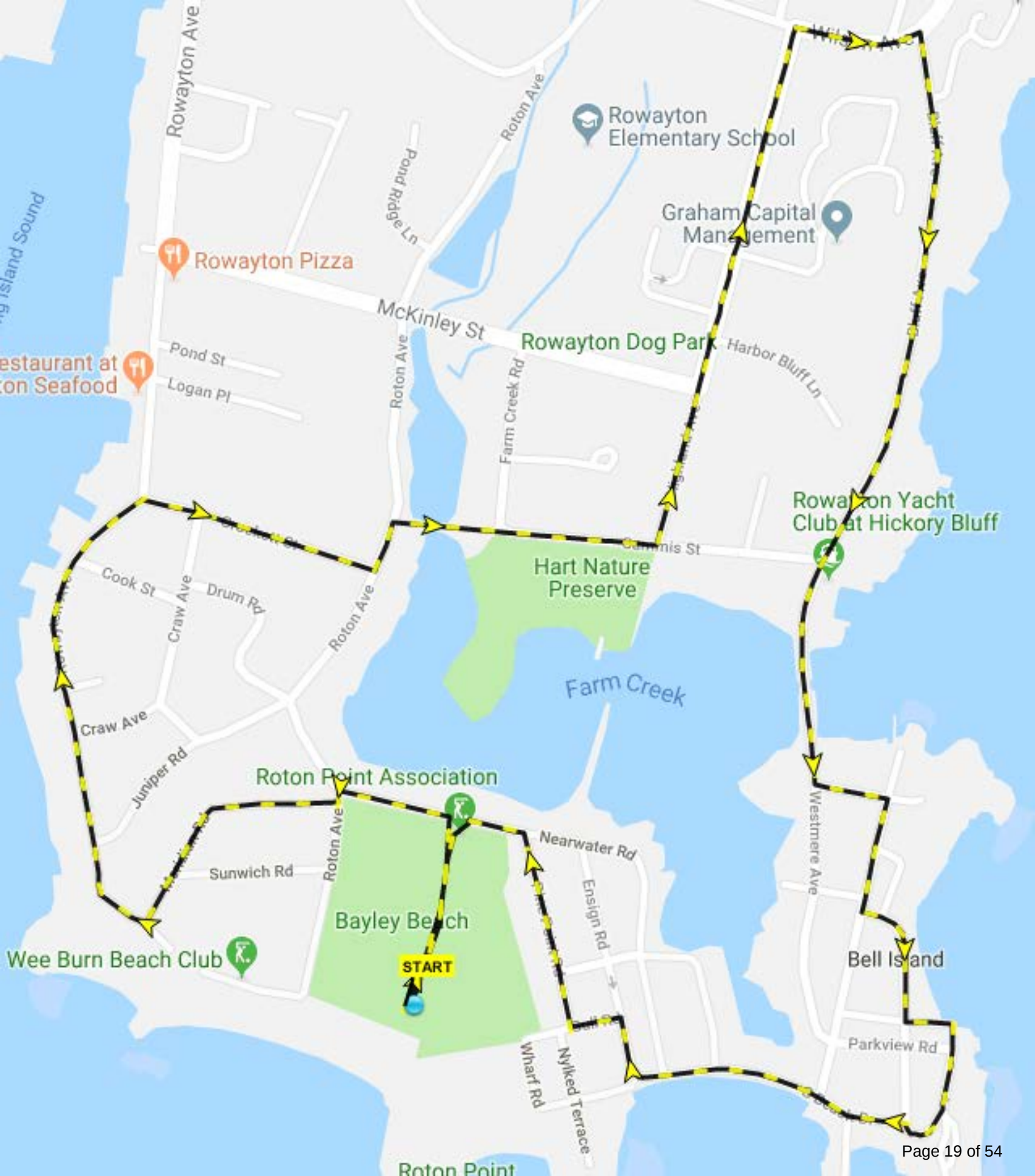
Section V.

Item B.

Approve proposed Use of
Sidewalks and Roadsides for the
Los Runners 5K

[Jim Gerweck – Event Organizer]

- **Saturday, October 24th, 2026; 6:00 pm to 7:00 pm**
- Pine Point Road, between Roton Avenue and Gull Road
- Meridian Road, between Roton Avenue and Rowayton Avenue
- Rowayton Avenue, between Meridian Road and Crockett Street
- Crockett Street, between Rowayton Avenue and Roton Avenue
- Roton Avenue, between Crockett Street and Farm Creek bridge
- Sammis Street, between Farm Creek Road and Highland Avenue
- Highland Avenue (partly on SR 136), between Sammis Street and Wilson Avenue
- Wilson Avenue (SR 136), between Highland Avenue (SR 136) and Bluff Avenue
- Bluff Avenue, between Wilson Avenue (SR 136) and Browne Place
- Browne Place, between Bluff Avenue and Yarmouth Road
- Yarmouth Road, between Browne Place and East Beach Drive
- East Beach Drive, between Yarmouth Road and Foster Lane
- Foster Lane, between East Beach Drive and Rocky Point Road
- Rocky Point Road, between Foster Lane and South Beach Drive
- South Beach Drive/Crescent Beach Drive, between Rocky Point Road and Ensign Road
- Ensign Road, between Crescent Beach Drive and Gull Road
- Gull Road, between Ensign Road and Pine Point Road



APPLICATION REVIEW

SPECIAL EVENT PERMIT: SPECIAL EVENT PERMIT

Application Review

Los Runners 5K

Saturday October 24, 2026

● Under Review

[Application Comments](#)[Details](#)[Permits](#)[Related Applications](#)[Billing](#)[Survey](#)

Administrator / Jul 28, 2026 02:44 PM

● Under Review

POST COMMENT

▲ ● Host Organization

Required

VIEW REQUIREMENTS ▼

Organization Name	Club Connecticut
Organization Type	Other
Other Organization Type	RRCA Running Club
Organization Website	http://clubct.org
Address 1	156 Fallow St.
City	Norwalk
Country	United States of America
State	Connecticut
Zip Code	06850-2315

Does your organization have an outstanding balance with the City of Norwalk? No

Police Admin Services

Not Yet Reviewed

Comments and Files:

POST COMMENT

▼ Primary & Onsite Contacts

▲ Event Dates & Attendance

Set-up, Event and Dismantle take place on the same day	Yes
Event Date	10-24-2026
Set-up Start Time	5:00 pm
Set-up End Time	5:10 pm
Event Start Time	6:00 pm
Event End Time	7:00 pm
Dismantle Start Time	7:00 pm
Dismantle End Time	7:10 pm
Estimated # of Participants	100
Estimated # of Spectators	10
Estimated # of Staff/Volunteers	10

^ Event Information

Event Name	Los Runners 5K
Event Website	https://runsignup.com/Race/CT/Norwalk/LosRunnersDiosDeMuertos5K
Social Media Marketing Pages	No
Event Description	5k run through Rowayton
Public Event Description	Sunset 5k run through Rowayton
Public Calendar Location	Bayley Beach, Pine Point Road
Is there a fee for any portion of the event?	Yes
Ticket Price Description	Runner entry fee
Maximum # of tickets to be sold / issued	100

Will the event use any City Property like Parks or Schools? No

Will this event include any stage, tents or staking into the ground or other temporary structures? No

Will there be amplified sound at your event (a public address or sound system)? No

Will merchandise and/or goods be sold at the event? No

^ ●●● Will the event impact any train tracks, roads or parking lots? Do you need any barrels, cones and/or barricades? Yes

[VIEW REQUIREMENTS ▼](#)

Will any train tracks be impacted by your event?	No
Will any state roads be impacted by your event?	Yes
Event Impact on State Roads	Brief section on Rt. 136
Will any roads and/or sidewalk be impacted by your event?	Yes
Road and/or Sidewalk Closure	Use of sidewalk or bike lanes only
Road Closure related file(s)	
Enter Road Closure and other related details	Police to provide traffic control at road crossing
Are you using a Traffic Control Company (TCC)?	No
Do you need any barrels, cones and/or barricades?	No

Police Department Not Yet Reviewed
Public Works Not Yet Reviewed
Transportation - Mobility - Parking Not Yet Reviewed CHANGE STATUS

Comments and Files:

[POST COMMENT](#)

Will your event impact the drawbridge?	No
Will there be onsite food preparation and/or cooking and/or non-alcoholic beverages sold, served, given away or sampled at your event?	No
Will the event and/or vendors needs the addition or installation of any temporary generators and/or electrical wiring and/or onsite electricity access? Will you be using any heat source for preparing/cooking food?	No
Will alcohol be served at the event?	No
Will your event require access to onsite water?	No
▼ ● Will the event include the addition of portable toilets and/or wash stations onsite?	Yes
Will your event include the use of drone(s)? (Drone use is not allowed at parks or schools in the City of Norwalk.)	No
Will there be any open fire, fireworks, pyrotechnics or fire performances?	No
Will there be carnival rides at this event? (Jumpers, bounce houses, trampolines or inflatables are not allowed)	No
Will the event have Bingo, Raffle or some other ticket draw?	No
Will the event include animal activities, exhibits or rides?	No
Will the event have any water activities?	No
Is there any additional information you would like to provide?	No
▲ ●●●● Site Plan / Route Map Required	

[VIEW REQUIREMENTS ▼](#)

Site Plan Description	Registration at Bayley Beach pavilion
Site Plan Related File(s)	

Police Department Not Yet Reviewed
Fire Marshal Office Not Yet Reviewed

Administrator Not Yet Reviewed
Rowayton Fire Marshal Under Review

Comments and Files:

POST COMMENT

Public Notification

Required

VIEW REQUIREMENTS

I understand that I must alert neighbors impacted by my event. Should street closures be involved, I will alert all businesses that will be impacted.

Public Notifications Related File(s)

Administrator Not Yet Reviewed

Comments and Files:

POST COMMENT

First Aid/Medical Services

Required

VIEW REQUIREMENTS

Will your event continue for twelve consecutive hours? No

Is the average number of people assembled during all hours of the event expected to be two thousand (2,000) attendees or more? No

Administrator Not Yet Reviewed

Comments and Files:

POST COMMENT

Zero Waste Plan

Required

Event Action Plan

Required

VIEW REQUIREMENTS

Event Action Plan Related File(s)

Fire Marshal Office
Not Yet Reviewed
Administrator
Not Yet Reviewed
Police Department
Not Yet Reviewed
Rowayton Fire Marshal
Under Review

Comments and Files:

 Applicant /  Aug 12, 2026 01:34 PM

 [Los Runners 5K Emergency Response Plan.pdf](#)

POST COMMENT

- ▼ ● Insurance

Required
- ▼ Acknowledgement

Required
- ▼ Information from Accounting  not viewable by applicant
- ▼ ●● Police Staffing Requirement
- Site Inspection

No
- ▼ Permit Info  not viewable by applicant

▼ Internal Notes  not viewable by applicant 

Los Runners 5K Emergency Response Plan

1. Site Overview

The Los Runners 5K takes place on the streets of Rowayton and starts and finishes at Bayley Bracht. Start time is 5 PM Saturday October 24.

2. Access Control & Traffic Safety

Norwalk Police Department will be onsite from 4 PM until the event concludes to supervise traffic safety, pedestrian flow, and general security.

3. Weather Protocol

Rain or Shine: The race will proceed during normal rain conditions.

Severe Weather: The event will be postponed if severe weather is forecast or develops. Severe weather includes but is not limited to:

Lightning within 10 miles

High winds exceeding safe thresholds

Flooding risks

Tornado watches/warnings or severe thunderstorm warnings

Decision to cancel will be made jointly by the Special Events Coordinator and City officials, and communicated to runners and the public via email, text alerts (if applicable), and official city/VisitNorwalk social media channels.

4. Emergency Communications

Primary Contact (Day-of): Jim Gerweck Race Director: 203-858-5449

Onsite Police: Immediate coordination available. Officers stationed at key locations throughout the event.

Emergency Services: Call 911 for any life-threatening emergency, medical emergency, fire, or other urgent hazards.

Suspicious Behavior: Report immediately to: The nearest police officer, or Event Coordinator (Anna)

5. Medical & First Aid Response

Norwalk Police will coordinate emergency medical response as needed.

Vendors and staff should notify event leadership immediately if:

Someone is injured

There is a medical concern

A guest appears distressed or unresponsive

Emergency responders will have direct access through designated emergency lanes kept clear for vehicles.

6. Evacuation & Shelter Procedures

If an evacuation becomes necessary due to: Fire, Hazardous conditions, Structural damage, Severe, sudden weather

Procedure:

Event staff and police will guide guests calmly toward the nearest open and safe exit point. Guests will be directed toward safe open spaces or nearby public buildings if instructed by emergency services.

7. Lost Person / Missing Child Protocol

If a child or vulnerable adult is reported missing:

Notify the nearest police officer and the Event Coordinator immediately.

Police will activate a search within the event perimeter.

Event staff may make a discreet internal notification but no public announcement unless directed by police.

Once found, police will reunite the individual with the reporting party.

8. Fire Safety

Fire extinguishers must be accessible at vendor booths where required.

In the event of a fire:

Clear the area immediately.

Call 911 and notify onsite police.

9. Staff Responsibilities

Participating staff must:

Remain aware of their surroundings at all times.

Keep tents weighted properly per city guidelines.

Follow directions from event staff, DPW, and police.

Maintain clear access paths for emergency vehicles.

Report hazards, conflicts, or concerns immediately to the Event Coordinator.

Section V.

Item C.

Approve proposed Partial
Closures for the Police Activities
League (PAL) Halloween Fun Run

[Mark Suda – NPD]

- **Saturday, October 31st, 2026; 9:00 am to 10:00 am**
- Calf Pasture Beach Road from Beach Park to Marvin Street
- Marvin Street from Calf Pasture Beach Road to Gregory Boulevard
- Gregory Boulevard from Marvin Street to Decker Street
- Blackstone Drive from Gregory Boulevard to Sylvester Court
- Sylvester Court from Decker Street to Blackstone Drive
- Decker Street from Sylvester Court to Gregory Boulevard

Police Activities League (PAL) Halloween Fun Run

5K Run and 1 Mile Walk (1 mile walk contained within Calf Pasture Beach)

Race Date/Time: Saturday, October 31st, 2026, race start at 9am

Location: Calf Pasture Beach start

5K Race Route: See map below.

Contact: Ofc. Mark Suda, MSuda@norwalkct.gov

ROAD RACE

3.106895-MI (5K)

NORWALK, CT

MEASURED ON 4/18/2016 ALONG THE SHORTEST
ROUTE WITHIN THE EDGES OF THE PAVED ROADS

ELEVATIONS: START AND FINISH 10-FT HIGHEST
15-FT; LOWEST 5-FT

START TO FINISH SEPARATION: 0-FT (COINCIDENT)

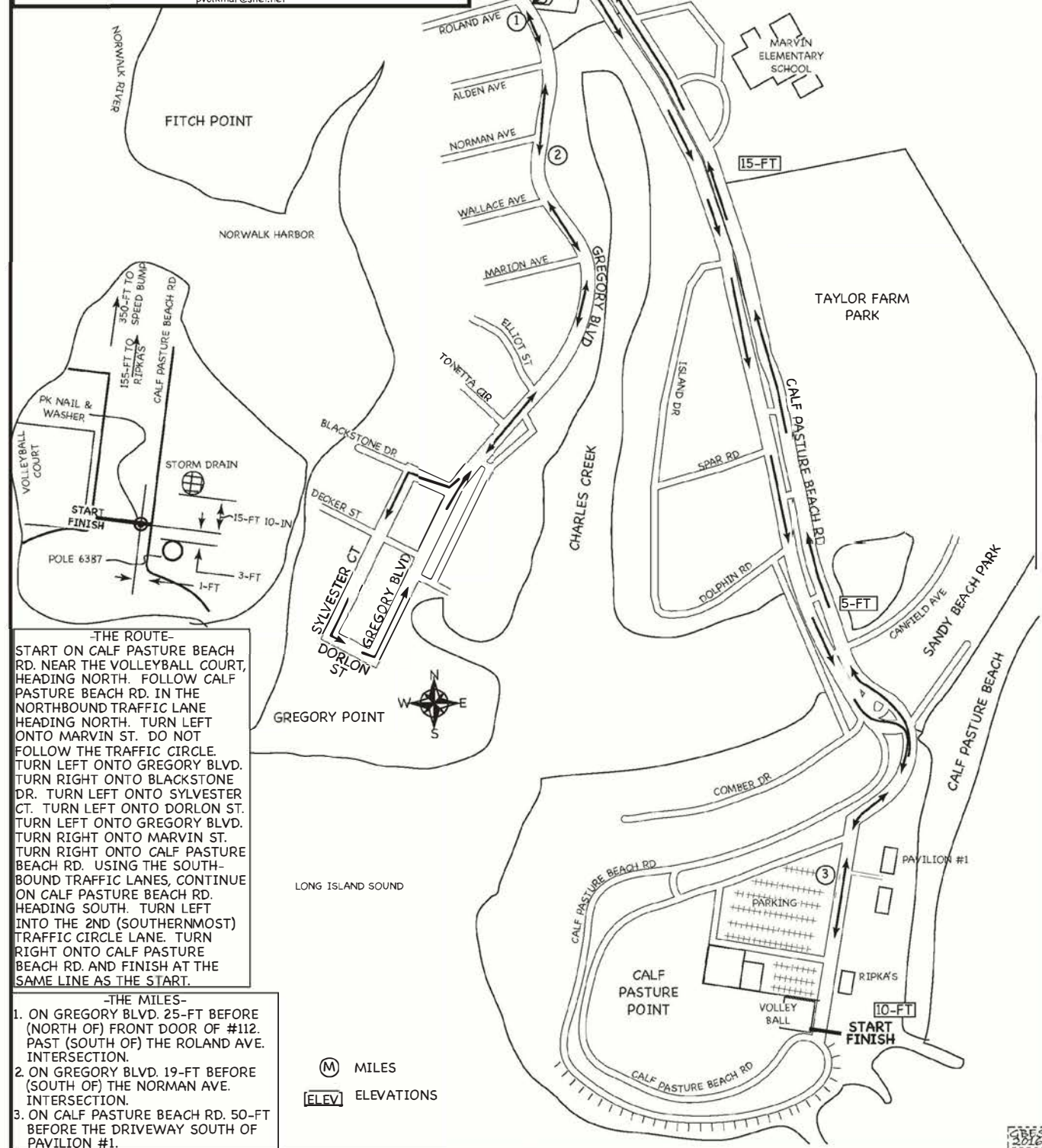
MEASURED BY: GUIDO BROTHERS ESCORT SERVICE

pvolkmar@snet.net



CT16028JHP

Effective 4/27/2016 to 12/31/2026



-THE ROUTE-
START ON CALF PASTURE BEACH RD. NEAR THE VOLLEYBALL COURT, HEADING NORTH. FOLLOW CALF PASTURE BEACH RD. IN THE NORTHBOUND TRAFFIC LANE HEADING NORTH. TURN LEFT ONTO MARVIN ST. DO NOT FOLLOW THE TRAFFIC CIRCLE. TURN LEFT ONTO GREGORY BLVD. TURN RIGHT ONTO BLACKSTONE DR. TURN LEFT ONTO SYLVESTER CT. TURN LEFT ONTO DORLON ST. TURN LEFT ONTO GREGORY BLVD. TURN RIGHT ONTO MARVIN ST. TURN RIGHT ONTO CALF PASTURE BEACH RD. USING THE SOUTHBOUND TRAFFIC LANES, CONTINUE ON CALF PASTURE BEACH RD. HEADING SOUTH. TURN LEFT INTO THE 2ND (SOUTHERNMOST) TRAFFIC CIRCLE LANE. TURN RIGHT ONTO CALF PASTURE BEACH RD. AND FINISH AT THE SAME LINE AS THE START.

-THE MILES-

1. ON GREGORY BLVD. 25-FT BEFORE (NORTH OF) FRONT DOOR OF #112. PAST (SOUTH OF) THE ROLAND AVE. INTERSECTION.
2. ON GREGORY BLVD. 19-FT BEFORE (SOUTH OF) THE NORMAN AVE. INTERSECTION.
3. ON CALF PASTURE BEACH RD. 50-FT BEFORE THE DRIVEWAY SOUTH OF PAVILION #1.



MILES

ELEVATIONS



**Road Running Technical Council
USA Track & Field
Measurement Certificate**



Name of the course Run for PAWS5K Distance 5 km
 Location (state) Connecticut (city) No walk
 Type of course: road race ☒ calibration course ☐ track ☐
 Measuring methods: bicycle ☒ steel tape ☐ electronic distance meter ☐
 Measured by (name, address, phone & e-mail) Guido Brothers Escort Service, 174 Plant St. New London
CT 06320 860.437.7247 pvolkmar@snet.net
 Race contact (name, address, phone & e-mail) JB Sports, 2 Buena Vista Rd., Branford, CT 06405
203.481.5933
 Date(s) when course measured: April 18, 2016
 Number of measurements of entire course: 2 Course Configuration: Keyhole
 Elevation (meters above sea level) Start 3 Finish 3 Highest 5 Lowest 2
 Straight line distance between start & finish 0 meters Drop 0 m/km Separation 0 %
 Type of surface: paved 100 % dirt % gravel % grass % track %
 Effective date of certification: April 27, 2016 Certification code: CT16028JHP

Notice to Race Director: Use this Certification Code in **all** public announcements relating to your race.

Be It Officially Noted That

Based on examination of data provided by the above named measurer, the course described above and in the map attached is hereby certified as reasonably accurate in measurement according to the standards adopted by the Road Running Technical Council. If **any** changes are made to the course, this certification becomes void, and the course must then be recertified.

Verification of Course — In the event a National Open Record is set on this course, or at the discretion of USA Track & Field, a verification remeasurement may be required to be performed by a member of the Road Running Technical Council. If such a remeasurement shows the course to be short, then all pending records will be rejected and the course certification will be cancelled.

This certification expires on December 31 in the year **2026**

Jane H. Parks

AS NATIONALLY CERTIFIED BY:

Date: April 27, 2016

Jane H. Parks - USATF/RRTC Certifier
 973.349.0033 janehp3@gmail.com

Section V.

Item D.

Approve proposed Full Closure
for the 2026 Halloween Nightfair

[Ben Yeung – TMP]

- **Saturday, October 24th, 2026; 8:00 am to 11:55 pm**
- Closure of Intersection & Street Approaches at Washington Street at North Main Street and South Main Street

Halloween Nightfair
Saturday, October 24, 2026

Closure 10/24
8am - 12am

Local traffic only 10/24
8am - 12am

Local traffic only 10/24
8am - 12am

Local traffic only 10/24
8am - 12am

APPLICATION REVIEW

SPECIAL EVENT PERMIT: SPECIAL EVENT PERMIT

Application Review

Halloween Nightfair

Saturday October 24, 2026

● Under Review

Application Comments	Details	Permits	Related Applications	Billing	Survey
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👤 Vendor Permit Administrator / 📅 Apr 27, 2026 12:30 PM

● Submitted

👤 Administrator / 📅 Jul 16, 2026 11:27 AM

● Under Review

POST COMMENT

^ ● Host Organization

Required

VIEW REQUIREMENTS ▼

Organization Name	City of Norwalk
Organization Type	Non-Profit Organization
Tax-Exempt ID Number	066011881
Tax-Exempt Certificate	Tax Exemption Certificate.pdf
Address 1	125 EAST AVE
City	NORWALK
Country	United States of America
State	Connecticut
Zip Code	06851

Does your organization have an outstanding balance with the City of Norwalk? No

Police Admin Services

Approved

Comments and Files:

POST COMMENT

▼ Primary & Onsite Contacts

▲ Event Dates & Attendance

Set-up, Event and Dismantle take place on the same day	Yes
Event Date	10-24-2026
Set-up Start Time	8:00 am
Set-up End Time	2:00 pm
Event Start Time	2:00 pm
Event End Time	10:00 pm
Dismantle Start Time	10:00 pm
Dismantle End Time	11:55 pm
Estimated # of Participants	5000
Estimated # of Staff/Volunteers	20

▲ Event Information

Event Name	Halloween Nightfair
Event Website	http://halloweennightfair.com
Social Media Marketing Pages	No
Event Description	The Halloween Nightfair returns for both young and old! From 2 - 10 PM there will be a pumpkin patch, vendors, food trucks, and local talent on the main stage.
Public Event Description	Washington Street will be turned upside down for a night full of Halloween thrills! Live music and performances will enchant you while you get your fortune read and stroll through spooky scenes. Visit one of our eclectic vendors and don't forget to grab a candy apple to go. Scared of the dark? You don't have to miss out on the Halloween fun. Enjoy Halloween themed snacks, trick or treat with your favorite businesses, and watch costumed pups strut down Washington Street. DJs and local live talent will liven up the night on the big stage, so grab your glowsticks and get ready to jump!
Public Calendar Location	Washington Street
Is there a fee for any portion of the event?	No

- ▼ ● Will the event use any City Property like Parks or Schools? Yes
- ▼ ●● Will this event include any stage, tents or staking into the ground or other temporary structures? Yes
- ▼ ●● Will there be amplified sound at your event (a public address or sound system)? Yes
- ▼ ● Will merchandise and/or goods be sold at the event? Yes
- ▲ ●●● Will the event impact any train tracks, roads or parking lots? Do you need any barrels, cones and/or barricades? Yes

[VIEW REQUIREMENTS ▼](#)

Will any train tracks be impacted by your event?	No
--	----

Will any state roads be impacted by your event?	No
Will any roads and/or sidewalk be impacted by your event?	Yes
Road and/or Sidewalk Closure	Full road closure, Other
Road Closure Start Date/Time	10-24-2026 8:00 am
Road Closure End Date/Time	10-24-2026 11:55 pm
Road Closure related file(s)	Halloween Nightfair 2026 Road Closure.png
Are you using a Traffic Control Company (TCC)?	No
Do you need any barrels, cones and/or barricades?	Yes
Barrels, Cones and/or Barricades Description	To be discussed with DPW

Police Department Not Yet Reviewed
Public Works Not Yet Reviewed
Transportation - Mobility - Parking Not Yet Reviewed CHANGE STATUS

Comments and Files:

[POST COMMENT](#)

- Will your event impact the drawbridge? No
- ▼ ●● Will there be onsite food preparation and/or cooking and/or non-alcoholic beverages sold, served, given away or sampled at your event? Yes
- ▼ ●● Will the event and/or vendors needs the addition or installation of any temporary generators and/or electrical wiring and/or onsite electricity access? Will you be using any heat source for preparing/cooking food? Yes
- ▲ ●●● Will alcohol be served at the event? Yes

[VIEW REQUIREMENTS ▼](#)

Alcohol related details	In partnership with Blind Rhino. Business has Catering License and obtains Liquor Permit
I understand that I must obtain an Alcohol Permit to serve alcohol at my event. Furthermore, I agree to follow all State of Connecticut requirements in relation to alcohol service.	Yes

Fire Marshal Office Not Yet Reviewed
Planning and Zoning Approved

Police Department

Not Yet Reviewed

Comments and Files:

POST COMMENT

- Will your event require access to onsite water?No
- ▼ ● Will the event include the addition of portable toilets and/or wash stations onsite?Yes
- Will your event include the use of drone(s)? (Drone use is not allowed at parks or schools in the City of Norwalk.)No
- Will there be any open fire, fireworks, pyrotechnics or fire performances?No
- ▼ ● ● Will there be carnival rides at this event? (Jumpers, bounce houses, trampolines or inflatables are not allowed)Yes
- Will the event have Bingo, Raffle or some other ticket draw?No
- Will the event include animal activities, exhibits or rides?No
- Will the event have any water activities?No
- Is there any additional information you would like to provide?No
- ▲ ● ● ● Site Plan / Route MapRequired

VIEW REQUIREMENTS ▼

Site Plan DescriptionTo be provided at a later date.

Site Plan Related File(s)

Police Department

Not Yet Reviewed

Fire Marshal Office

Not Yet Reviewed

Administrator

Not Yet Reviewed

Rowayton Fire Marshal

Not Applicable

Comments and Files:

POST COMMENT

- ▲ ● Public NotificationRequired

VIEW REQUIREMENTS ▼

I understand that I must alert neighbors impacted by my event. Should street closures be involved, I will alert all businesses that will be impacted.

Public Notifications Related File(s)

Administrator
Not Yet Reviewed

Comments and Files:

POST COMMENT

▲ ● First Aid/Medical Services

Required

VIEW REQUIREMENTS ▼

Will your event continue for twelve consecutive hours? No

Is the average number of people assembled during all hours of the event expected to be two thousand (2,000) attendees or more? Yes

I acknowledge that I will be contacting EMS. Yes

Please upload EMS Coverage Contract [Screenshot 2026-04-27 120816.png](#)

Administrator
Not Yet Reviewed

Comments and Files:

POST COMMENT

▼ ● Zero Waste Plan

Required

▲ ●●●● Event Action Plan

Required

VIEW REQUIREMENTS ▼

Emergency Plan Related File(s)

[Halloween Nightfair Emergency Plan 2026.pdf](#)

Fire Marshal Office
Not Yet Reviewed

Administrator
Not Yet Reviewed

Police Department
Not Yet Reviewed

Not Applicable

Comments and Files:

POST COMMENT

- ▼ ● Insurance Required
- ▼ Acknowledgement Required
- ▼ Information from Accounting  not viewable by applicant
- ▼ ●● Police Staffing Requirement
- Site Inspection No
- ▼ Permit Info  not viewable by applicant



▼ Internal Notes  not viewable by applicant 

Halloween Nightfair – Emergency Plan

Location: Washington Street, South Norwalk, CT

(Event footprint between North Main Street and Water Street)

Nearest Hospital: Norwalk Hospital (approx. 1.5 miles away)

Emergency Number: 911

Key Personnel & Contacts

Event Coordinator:

Anna Breault – (203) 818-6828

Event Support Team:

Alex Cross

Sabrina Godeski

Jay Habansky

On-Site Police Officers:

Assigned by Norwalk Police Department

Names & contact numbers to be confirmed prior to event

Fire / EMS Support:

Norwalk Fire Department / EMS dispatched through 911

Evacuation Plan

Event staff will be stationed throughout the event footprint to assist with crowd movement and provide direction in the event of an emergency evacuation.

Washington Street access points will be kept clear for emergency vehicle entry. Barricades can be opened immediately if needed.

Attendees will be directed away from the affected area and toward safe exit routes via North Main Street, Water Street, or adjacent side streets depending on incident location.

Vendors will be instructed to pause operations immediately and await further direction from event staff or emergency personnel.

Police officers on-site will assist with crowd control, perimeter security, and evacuation flow.

Emergency Notification Methods

Social Media Updates:

Emergency alerts, weather delays, cancellations, or safety instructions will be posted to official event social media channels.

On-Site Verbal Communication:

Staff will communicate instructions directly to attendees. Stage sound systems may be used when necessary.

Vendor Communication:

Vendors will receive direct instructions from roaming staff or designated vendor coordinators.

Incident & Emergency Response

A stocked first aid kit will be available at event headquarters / information tent, as well as the Emergency HQ

Minor medical or operational incidents will be handled by the event coordinator and support staff, escalating to Emergency HQ when needed.

Security concerns, disturbances, lost children, or suspicious activity will be reported immediately to the on-site police officers.

In the event of a serious medical emergency, 911 will be called immediately and staff will guide EMS to the exact location.

Any fire hazard, electrical issue, or public safety concern will be reported immediately to Fire Department personnel or 911.

All incidents will be documented by event staff following resolution.

Lost Child / Missing Person Procedure

Any report of a missing child or vulnerable person will be communicated immediately to staff and police.

The event perimeter and exits will be monitored while a search is conducted.

The child/person will only be released to verified guardians or family members with police assistance if needed.

Weather Contingency Plan

Weather conditions will be monitored leading up to and throughout the event.

In the event of lightning, severe rain, high winds, or other dangerous conditions, activities may be paused and attendees directed to nearby buildings, parked vehicles, or off-site shelter.

Tents, signage, and loose equipment will be secured or removed if winds become unsafe.

If conditions do not improve, the event may close early or be canceled. Updates will be communicated via staff and social media.

Communication Tools

Key staff will carry mobile phones and radios for immediate communication.

All vendors and staff will receive check-in instructions, emergency contact information, and basic safety procedures before opening.

A printed site map with emergency access points, exits, and staff locations will be available at headquarters.

Section V.

Item E.

Approve proposed Full Closure
for the 2026 Holiday
Extravaganza

[Ben Yeung – TMP]

- **Saturday, December 5th, 2026; 1:00 pm to 10:00 pm**
- Washington Street between Dr. Martin Luther King Jr. Drive and North Main Street/South Main Street

**Holiday Extravaganza
12/5 4 - 8 PM
Street Closures**

**Local traffic only 12/5
1 PM - 10:00 PM**

**Street closure 12/5
1 - 10:00 PM**

**Local traffic only 12/5
1 PM - 10:00 PM**

APPLICATION REVIEW

SPECIAL EVENT PERMIT: SPECIAL EVENT PERMIT
Application Review

Holiday Extravaganza
Saturday December 5, 2026

● Under Review

[Application Comments](#)[Details](#)[Permits](#)[Related Applications](#)[Billing](#)[Survey](#)

Vendor Permit Administrator

Apr 27, 2026 12:30 PM

Submitted

Administrator

Jul 16, 2026 11:27 AM

● Under Review

POST COMMENT

▲ ● Host Organization

VIEW REQUIREMENTS ▼

Required

Organization Name	City of Norwalk
Organization Type	Non-Profit Organization
Tax-Exempt ID Number	06-6011881
Tax-Exempt Certificate	Tax Exemption Certificate.pdf
Organization Website	https://www.visitnorwalk.org/
Address 1	125 EAST AVE
City	NORWALK
Country	United States of America
State	Connecticut
Zip Code	06851
Does your organization have an outstanding balance with the City of Norwalk?	No

Police Admin Services

Approved

Comments and Files:

POST COMMENT

▼ Primary & Onsite Contacts

▲ Event Dates & Attendance

Set-up, Event and Dismantle take place on the same day	Yes
Event Date	12-05-2026
Set-up Start Time	9:00 am
Set-up End Time	4:00 pm
Event Start Time	4:00 pm
Event End Time	8:00 pm
Dismantle Start Time	8:00 pm
Dismantle End Time	10:00 pm
Estimated # of Participants	1500
Estimated # of Staff/Volunteers	20

▲ Event Information

Event Name	Holiday Extravaganza
Social Media Marketing Pages	No
Event Description	Experience the magic as Santa himself makes a grand entrance by rappelling down the iconic 50 Washington Street building. Immerse yourself in the festive spirit at our holiday craft market, featuring an array of handcrafted treasures perfect for gifting. And look out for your favorite holiday characters! They'll be making some special appearances.
Public Event Description	Immerse yourself in the festive spirit at our holiday craft market, featuring an array of handcrafted treasures perfect for gifting. And look out for your favorite holiday characters! They'll be making some special appearances.
Public Calendar Location	Washington Street Plaza
Is there a fee for any portion of the event?	No

- ▼ ● Will the event use any City Property like Parks or Schools? Yes
- ▼ ●● Will this event include any stage, tents or staking into the ground or other temporary structures? Yes
- ▼ ●● Will there be amplified sound at your event (a public address or sound system)? Yes
- ▼ ● Will merchandise and/or goods be sold at the event? Yes
- ▲ ●●● Will the event impact any train tracks, roads or parking lots? Do you need any barrels, cones and/or barricades? Yes

VIEW REQUIREMENTS ▼

Will any train tracks be impacted by your event?	No
Will any state roads be impacted by your event?	No

Will any roads and/or sidewalk be impacted by your event?	Yes
Road and/or Sidewalk Closure	Full road closure
Road Closure Start Date/Time	12-05-2026 1:00 pm
Road Closure End Date/Time	12-05-2026 10:00 pm
Road Closure related file(s)	Holiday Extravaganza 2026 Street Closure.png
Are you using a Traffic Control Company (TCC)?	No
Do you need any barrels, cones and/or barricades?	Yes
Barrels, Cones and/or Barricades Description	Barrels & barricades for street closure & event use.

Police Department
Not Yet Reviewed

Public Works
Not Yet Reviewed

Transportation - Mobility - Parking
Not Yet Reviewed

CHANGE STATUS

Comments and Files:

POST COMMENT

- Will your event impact the drawbridge? No
- ☒
☐
Will there be onsite food preparation and/or cooking and/or non-alcoholic beverages sold, served, given away or sampled at your event? Yes
- ☒
☐
Will the event and/or vendors needs the addition or installation of any temporary generators and/or electrical wiring and/or onsite electricity access? Will you be using any heat source for preparing/cooking food? Yes
- Will alcohol be served at the event? No
- Will your event require access to onsite water? No
- ☒
☐
Will the event include the addition of portable toilets and/or wash stations onsite? Yes
- Will your event include the use of drone(s)? (Drone use is not allowed at parks or schools in the City of Norwalk.) No
- Will there be any open fire, fireworks, pyrotechnics or fire performances? No
- ☒
☐
Will there be carnival rides at this event? (Jumpers, bounce houses, trampolines or inflatables are not allowed) Yes
- Will the event have Bingo, Raffle or some other ticket draw? No
- Will the event include animal activities, exhibits or rides? No
- Will the event have any water activities? No
- Is there any additional information you would like to provide? No

☒
☐
☐
☐
Site Plan / Route Map

Required

[VIEW REQUIREMENTS](#) ▼

Site Plan Description

To be provided at a later date.

Site Plan Related File(s)

Police Department Not Yet Reviewed
Fire Marshal Office Not Yet Reviewed
Administrator Not Yet Reviewed
Rowayton Fire Marshal Not Applicable

Comments and Files:

[POST COMMENT](#)

▲ ● Public Notification

Required

[VIEW REQUIREMENTS](#) ▼

I understand that I must alert neighbors impacted by my event. Should street closures be involved, I will alert all businesses that will be impacted.

Yes

Public Notifications Related File(s)

Administrator Not Yet Reviewed
--

Comments and Files:

[POST COMMENT](#)

▲ ● First Aid/Medical Services

Required

[VIEW REQUIREMENTS](#) ▼

Will your event continue for twelve consecutive hours?

No

Is the average number of people assembled during all hours of the event expected to be two thousand (2,000) attendees or more?

No

Administrator Not Yet Reviewed

Comments and Files:

POST COMMENT

- ▼

● Zero Waste Plan

Required

▲

●●●● Event Action Plan

Required
- VIEW REQUIREMENTS ▼

Emergency Plan Related File(s)

[Holiday Extravaganza 2026 Emergency Plan.pdf](#)

Fire Marshal Office Not Yet Reviewed
Administrator Not Yet Reviewed
Police Department Not Yet Reviewed
Rowayton Fire Marshal Not Applicable

Comments and Files:

POST COMMENT

- ▼

● Insurance

Required

▼

Acknowledgement

Required

▼

Information from Accounting

not viewable by applicant

▼

●● Police Staffing Requirement

Site Inspection

No

▼

Permit Info

not viewable by applicant

▼ Internal Notes

not viewable by applicant

Holiday Extravaganza 2026 – Emergency Plan

Location: 50 Washington Street, Norwalk, CT (Outdoor Event Site)

Nearest Hospital: Norwalk Hospital – 34 Maple Street (1.2 miles away)

Emergency Number: 911

Key Personnel & Contacts

Event Coordinator:

Anna Breault – (203) 818-6828

Event Support Team:

Alex Cross

Jay Habansky

On-Site Police Officer / EMS:

TBD – to be confirmed with Norwalk Police Department / EMS

Evacuation Plan

Event staff will be stationed throughout the site to assist with crowd movement and direct attendees to safety if evacuation is required.

The on-site police officer and emergency personnel will assist with crowd control, emergency access, and evacuation routes.

Primary evacuation areas will include nearby public sidewalks, Webster Street Lot, and surrounding open areas away from event operations.

Emergency Notification Methods

On-Site Verbal Communication:

Instructions will be delivered by staff, stage microphone, or loudspeaker when necessary.

Staff Communication:

Key personnel will communicate by radio and mobile phone.

Social Media Updates:

Event status changes, delays, or cancellations will be posted to official City / Visit Norwalk channels.

Incident & Emergency Response

Medical Emergencies:

Call 911 immediately. On-site staff will assist and clear access for emergency responders.

Fire / Electrical Emergency:

Emergency services will be contacted immediately. Food trucks, generators, stage power, and carousel operations will be shut down if needed.

Suspicious Activity / Threats:

Staff will notify police immediately. Attendees may be directed to evacuate or shelter depending on the situation.

Lost Child / Missing Person:

Any lost child should be brought to Event HQ. Staff and police will assist with reunification.

Weather Contingency Plan

The event team will monitor weather conditions leading up to and during the event.

In the event of high winds, lightning, snow, or other unsafe conditions, attractions such as the carousel, stage programming, or tree lighting may be delayed, paused, or canceled.

If severe weather creates unsafe conditions, the event may be canceled or closed early. Public updates will be shared on-site and online.

Additional Safety Measures

All tents, décor, and temporary structures will be properly secured.

Emergency vehicle access lanes will remain clear at all times.

Staff and vendors will receive event-day safety instructions prior to opening.

Section V.

Item F.

Approve proposed Active
Loading Zone Curbside
Regulations for portions of
Merwin Street and Orchard
Street

[Ben Yeung – TMP]

Active Loading Zone Implementation – Merwin Street & Orchard Street

Program Overview

The Transportation, Mobility, and Parking (TMP) Department requests approval to implement Active Loading Zones on Merwin Street and Orchard Street. Each location will convert two existing on-street metered parking spaces into dual-use curb zones that support daytime commercial loading activity while preserving evening parking availability.

This request is being advanced in direct response to numerous concerns raised by local businesses and building management. Stakeholders consistently report that larger delivery trucks have no viable curb option, resulting in double-parking, blocked travel lanes, and operational delays. TMP and the Norwalk Parking Authority (Park Norwalk) conducted extensive outreach with these businesses to identify typical delivery windows, and the proposed 6:00 AM–4:00 PM loading period reflects the consensus of those discussions.

In addition to accommodating large delivery trucks, the Active Loading Zones will also accommodate mail/package deliveries (e.g. USPS, UPS, Fedex, Amazon), food deliveries, and passenger pickup/dropoff during the designated hours, further reducing double parking and travel lane congestion.

TMP and Park Norwalk will coordinate with local businesses and residents on promoting awareness and understanding of the new regulations. Park Norwalk will provide daily enforcement and monitoring, as these locations fall within their established operating footprint.

Locations

- Merwin Street - Two adjacent metered spaces within the commercial block on north side between West Av and Academy St
- Orchard Street - Two adjacent metered spaces within the commercial block on north side between West Av and Quincy St



Current Regulations

Paid Metered Parking – 9:00 AM to 9:00 PM

- 3 hour max, except Sunday and Holidays

Proposed Regulations

Each of the first two proposed locations will operate under two time-based restrictions:

Active Loading Zone - 6:00 AM to 4:00 PM

- Reserved exclusively for vehicles engaged in active loading/unloading
- Addresses the documented need for curb access for larger delivery trucks
- No payment required to use the loading zone during this window
- Enforcement focused on turnover and preventing long-term staging
- Park Norwalk enforcement staff will monitor compliance
- Applies every day except Sunday and Holidays

Paid Metered Parking - 4:00 PM to 9:00 PM

- Spaces revert to standard metered parking
- Maintains evening parking availability for residents and businesses
- 3 hour max, same as current metered parking time limit

This dual-use structure aligns curb regulations with the delivery patterns identified through outreach while preserving evening parking supply.



Future Application

For the initial implementation, TMP will monitor feedback from users, businesses, and enforcement staff on usage patterns and understanding of the new regulations, and make adjustments to future applications as needed. If similar delivery-related concerns arise on other streets, whether raised by external stakeholders or internal City departments, TMP will conduct comparable outreach and return to the Traffic Authority with future recommendations for additional Active Loading Zones.

Requested Action

TMP requests Traffic Authority approval to implement the Active Loading Zones on Merwin Street and Orchard Street, with Park Norwalk responsible for enforcement and daily operational monitoring.